



THE UNIVERSITY OF ARIZONA
STEWART OBSERVATORY

**MOUNT GRAHAM
INTERNATIONAL
OBSERVATORY**

Orientation Packet



Welcome Observers, Staff, and Contractors



This orientation packet is a compilation of important information needed to prepare for your visit to MGIO. In this packet you will find the following information:

- MGIO Information
- Security
- Preparation
- Red Squirrel Briefing
- Check-In Procedures
- Radio and Travel to the Observatory
- Safe Driving Policy
- Safety Bulletins
- Welcome from the Custodial Department
- Emergency Response and Contacts

Please be sure to read the information in detail prior to your visit. We highly recommend that you print these documents, or save them electronically, so that you will have them accessible during your visit.

Base Camp

1480 W. State Route 366

Safford, AZ 85546

Phone (520) 621 – 8650

Fax (520) 626 – 7318

Business Hours

Monday – Thursday 6 am to 4:30 pm

Friday 7 am to 1:00 pm

Website:

www.mgio.arizona.edu

Please Be Advised

Visitors arriving outside of our regular business, please contact Base Camp during regular business hours to make alternate arrangements for gate key and radio pickup.



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Telescopes are located on
Emerald Peak

12500 W. State Route 366
Safford, AZ 85546



THE UNIVERSITY OF ARIZONA
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MOUNT GRAHAM INTERNATIONAL OBSERVATORY

Steward Observatory

Director

Buell Jannuzi

Associate Director

Mark Buglewicz

Mt. Graham International Observatory

Director

Eric Buckley

Admin

Desirae Mendez

Emergency Response Coordinator

Kelly Baker

Admin Ops Manager

Nathan Estes

Summer Youth Program

Crew Leader

Crew Driver

Summer Crew

Maintenance Supervisor

Shane Olsen

Lead Equipment Mechanic

Doug Roden

Lead Maintenance Mechanic

Armando Alvarado

Maintenance Mechanics

Larry Thomas

Jose Trujillo

April Morton

Blaze Skates

Custodial Supervisor

Donna Ornelas

Lead Custodian

Amanda Torrio

Custodian

Rogan Rios

Gabby Gonzales

Judy Vaughn

MGIO Maintenance Duty System

We are committed to ensure the observatory operates smoothly; to do this, the maintenance crew has an on-call employee available after hours to address problems such as:

- Utility/Electrical Issues
- Maintenance Issues
- Snow Removal

If you need to contact them, please call:
(928) 965 - 3100

For other issues regarding the observatory please contact the appropriate manager:

MGIO: Shane Olsen (928) 965 - 3102

LBT: Patrick Harley (928) 254 - 6993

SMT: Alyson Ford (520) 621 - 2495

VATT: Paul Gabor (520) 289 - 4167

See emergency contact list for additional phone numbers.





The University of Arizona property includes Base Camp, Emerald Peak, Biology Camp, the access road, and staging area.

On-Site Requirements

All employee & visitors must:

1. Comply with state and federal laws, U of A rules and regulations, and Arizona Board of Regents.
2. Report crimes, violation of rules/regulations, serious personal injury, damage to University property/facilities, suspicious activity/people or dangerous animals to UAPD immediately.
3. Secure doors, buildings, gates, locks, property, or other securing devices/facilities during and after use.
4. Follow instructions from UAPD officers.
5. Report vehicle accidents involving any injury or damage.
6. Consumption of alcoholic beverages is permitted only within the designated living areas of the three observatory buildings, and only by those who are of legal age to consume alcohol.



Weapons Policy

WEAPONS, DANGEROUS INSTRUMENTS, EXPLOSIVES, FIREWORKS, AND PERSONAL PROTECTION DEVICES ON CAMPUS

Arizona Board of Regents policies 5-303 and 5-308 prohibit the use, possession, display or storage of any Weapons, Dangerous Instruments, Explosive Devices, or Fireworks, among other things, on The University of Arizona campus and on all land and in all buildings owned or under the control of The University of Arizona on behalf of the Arizona Board of Regents, except as provided in Section 12-781 of the Arizona Revised Statutes. No concealed carry permit exempts a person from these policies. These policies apply to all University of Arizona students, employees, visitors and guests.

Requests for exceptions to these policies may be reviewed and granted by the Chief of Police of the University of Arizona Police Department as the authorized University official.

Arizona Board of Regents Policy 5-308 (F)(24)(b) provides the following exception: "Use, possession, display, or storage (of weapons) is specifically authorized by an Arizona or federal statute governing law enforcement officers."



Definitions

Arizona Board of Regents Policies 5-302(22) and 5-308(E)(30) define a “Weapon” as follows:

•**Weapon:** *Refers to any object or substance designed to (or which could be reasonably expected to) inflict a wound, cause injury, incapacitate, or cause death, including, without limitation, all firearms (loaded and unloaded, simulated and real), devices designed to expel a projectile (such as bb guns, air guns, pellet guns, and potato guns), swords, knives with blades of 5 inches or longer, martial arts weapons, bows and arrows, and chemicals such as tear gas, but personal safety devices as defined (see below) are not included in the definition of “weapon.”*

Arizona Board of Regents Policy 5-302(5) and 5-308(E)(7) define “Dangerous Instrument” as follows:

•**Dangerous Instrument:** *Means anything that under the circumstances in which it is used, attempted to be used or threatened to be used is readily capable of causing death or serious physical injury.*

Arizona Board of Regents Policy 5-308(E)(11) and (13) define “Explosives” and “Fireworks” as follows:

•**Explosive:** *Any dynamite, nitroglycerin, black powder or other similar explosive material including plastic explosives; any breakable container that contains a flammable liquid with a flash point of 150 degrees F or less and has a wick or similar device capable of being ignited.*

•**Fireworks:** *Any fireworks, fire crackers, sparklers, rockets or any propellant-activated device whose intended purpose is primarily for illumination.*



Violations

Arizona Revised Statutes Section 13-2911 prohibits the interference with or disruption of an educational institution, which includes non-compliance with or violations of Arizona Board of Regents Policies 5-303 and 5-308. Individuals who violate these policies may be subject to arrest under ARS Title 13.

Additional Information

Arizona Revised Statutes, Section 13-3102(A)(1)(b) requires that a person asked by a law enforcement officer if they are carrying a concealed weapon is required to accurately answer that officer. This statute applies to all University of Arizona students, employees, guests, and visitors.



Additional Information

Arizona Revised Statutes, Section 13-3102(A)(1)(b) requires that a person asked by a law enforcement officer if they are carrying a concealed weapon is required to accurately answer that officer. This statute applies to all University of Arizona students, employees, guests, and visitors.

Request for Exceptions

Pursuant to Arizona Board of Regents Policy 5-308 (F)(24), requests for exceptions to prohibitions on the use, possession, display or storage of a weapon, dangerous instrument, explosive material or device, torch, device with open flames, fireworks, bomb-making materials or dangerous chemical on University property, at a University sponsored activity or otherwise contrary to University policy must be submitted in writing and are subject to the following review process:

Any request to use, possess, display, or store a weapon on University property in connection with official University business must first be reviewed by the responsible Dean or Department Head. The Dean or Department Head may comment and shall forward the request to the Provost at: provost@arizona.edu for review and comment. The request must then be forwarded to the Chief of Police of the University of Arizona Police Department in writing at least ten (10) days prior to the intended date of such use, possession, display, or storage. The written request must have:

- Name of the requesting individual(s) and name(s) of individuals for whom the exception request is being made
- Contact information for the requesting individual(s), including:
 - telephone number
 - email address
 - mailing address
- Identify the purpose of the request.
- Identify how this request furthers the mission of the University.
- Identify the weapon.
- Identify the duration of the request.
- Identify a responsible person.
- Identify how the weapon will be secured.
- Identify how the weapon will or may be used.

The request will be evaluated by the Chief of Police, or his/her designated representative, and a written decision rendered within ten (10) working days. If the request is approved, the approval will include any conditions or restrictions necessary to require safety and consistency with the intent of the Arizona Board of Regents policy. If approval is given for an indefinite period of time, it must be reviewed annually and renewed by the requestor. The University of Arizona Police Department will keep all approved requests on file and available for confirmation by police officers.

Preparation

What to Bring

- Fully charged cell phone, cell phone charger, and water for vehicle travel
- Medications
 - Bring extra in case of emergency extended stay due to weather, fire, etc.
- Healthy Food (self-service kitchen available)
 - Healthy complex carbohydrates and proteins to provide sustained energy.
 - Food for food allergy or dietary restrictions.
- Flashlight with spare batteries
- Sunscreen, Sunglasses and Hat (for outdoors)
- Warm clothes, regardless of time of year (warm jacket, gloves, hat, scarf, boots in winter months).
- Safety shoes and other Personal Protective Equipment (PPE) as needed for the job (e.g. hardhat, safety glasses, etc.) as well as sandals for use in the shower and common areas.
- Certification cards for any equipment you will need to operate
- Other Medical
 - Asthma Inhalers, epi pens
 - CPAP, sleep aids
 - Accessibility devices





Mt. Graham
International Observatory
operates under a special use
permit with the
U.S. Forest Service.

In order to comply with
the terms of the permit,
ALL visitors must read and sign
the Red Squirrel Briefing.

Mt. Graham Red Squirrel Briefing

The endangered Mt. Graham Red Squirrel is protected by the Federal Endangered Species Act of 1973, as amended. It is illegal to “take” (this means to harass, harm, hunt, shoot, wound, kill, trap, capture, collect, or to attempt to engage in any such conduct) individuals of this species. This includes touching and feeding. If anyone working on the Mt. Graham International Observatory project “takes” (as defined above) a Mt. Graham Red Squirrel, they will be subject to prosecution under the Endangered Species Act.

Report all dead or wounded squirrels to the first available Forest Service Official. The Forest Service will report all dead or wounded squirrels to the US Fish and Wildlife Service (USFWS). Locations of dead squirrels will be immediately reported to the Forest Service so that the dead squirrel can be collected and preserved for study.

There is some concern that the squirrels could become dependent on human food, which in turn may reduce survival. Dispose of all trash in appropriate containers provided for that purpose.

There are Mt. Graham Red Squirrels near many Pinaleno Mountain roads. The squirrels do cross the roads. Drive carefully to avoid hitting any Mt. Graham Red Squirrels.

MGIO Site Requirements

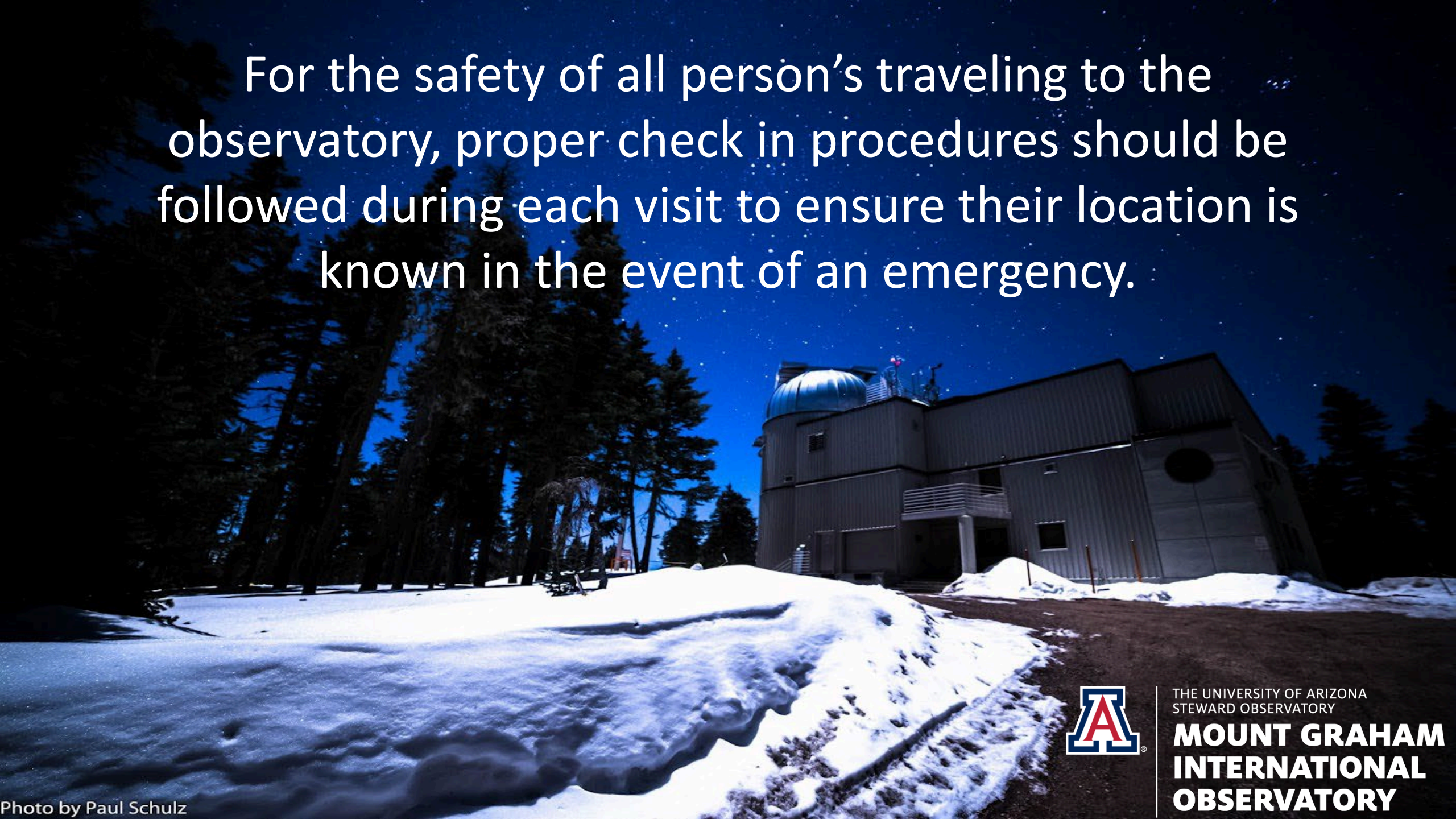
I have read and understand the site requirements and the conditions under which they are issued:

- I will remain inside the clearing limits of the MGIO facilities (delineated by a yellow perimeter rope).
- I will not go beyond the clearing limits of the two mile, one-way, observatory access road.

If these conditions are not met, I understand I will be in violation of the terms of the Special Use permit issued to the University of Arizona.



For the safety of all person's traveling to the observatory, proper check in procedures should be followed during each visit to ensure their location is known in the event of an emergency.





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Contractors and Visitors

Base Camp Check-In/Out

- Sign the Log In/Out Sheet or Simple In/Out
- Sign the Red Squirrel Briefing (annually)
- Obtain/Return
 - Gate Key
 - Radio (Verify it is on Channel 1 or “MGIO RPT”)
 - Road Reference Marker Sheet
 - USFS Permit (if applicable)

Observers and Staff

Check In/Out Procedures

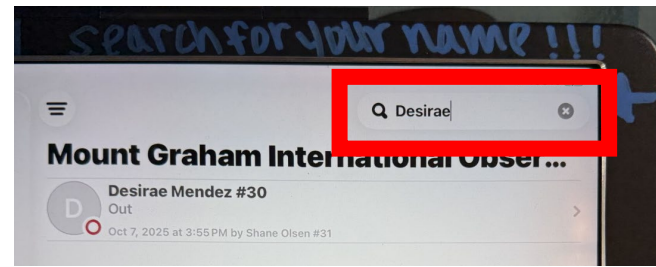
- Base Camp Access
 - Keyless entry (personnel gate and office front door, access code should be provided prior to arrival)
- Simple In/Out (app or Base Camp computer)
- Sign the Red Squirrel Briefing (annually)
- Obtain/Return
 - Gate Key
 - Radio (Verify it is on Channel 1 or “MGIO RPT”)
 - Road Reference Marker Sheet (optional)



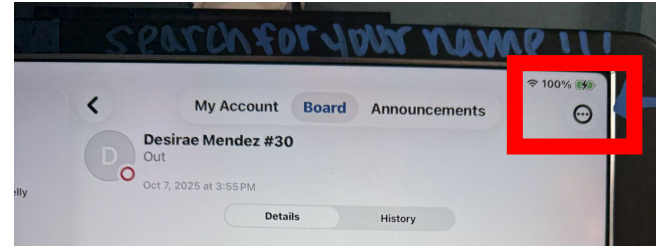
Simple In/Out Base Camp iPad Login



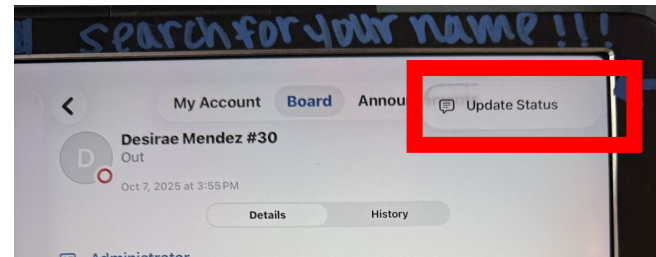
1. Click the “Search” bar in the top right corner and type in your name



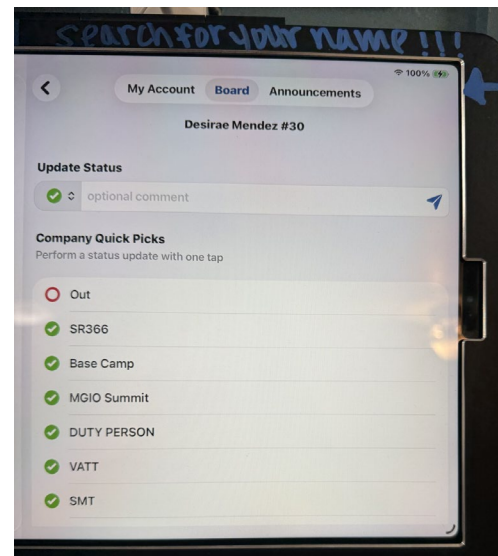
2. Select your name (Use the mouse to click anywhere near your name)



3. Select the “Update Status” button (three dots in upper right corner)



4. Select the location you are traveling by clicking on it or use the optional comment area to input info



Swift-Trail Road Reference Markers		
Location	Milepost Marker	Miles from Base Camp
MGIO Base Camp	114.7	0
Marijilda Canyon Road Intersection	116.8	2.1
4,000' Elevation Marker	117.5	2.8
Coronado Forest Boundary	118.5	3.8
FR-861 Road Intersection (Heliport)	119.5	4.8
FR-667 Road Intersection - USFS Work Site (5,000 elevation)	120.4	5.5
Noon Creek Crossing	121	6.2
FR-329 Road Intersection - Angle Orchard	121.4	6.4
Round the Mountain Trailhead Turnout	121.5	6.5
6,000' Elevation Marker	123.3	8.3
Wet Canyon Bridge	123.6	8.6
Arcadia Campground	125.5	10.4
Cluff Dairy Turnout (Heliport)	126.2	11
7,000' Elevation Marker	126.6	11.4
Turkey Flat (Old General Store)	127.9	12.7
Twilight Campground Road Intersection	128.4	13.2
8,000' Elevation Marker	130.1	14.9
Lady Bug Saddle (8508' Elevation)	131	15.8
Utility Corridor	132.1	16.9
Hagens Point (The Kitchen)	133.3	17.9
9,000' Elevation Marker	134.5	19.1
Snow Flat Campground Road Intersection	135.2	19.8
Shannon Campground & HeliographPeak Road Intersection	135.8	20.4
FR-507 Intersection (High Peak)	136.1	20.7
Winter Main Gate (Locked Nov - April)	136.2	20.8
Treasure Park Road Intersection	137	21.6
Hospital Flat Campground (Alternate Heliport)	137.2	21.8
Grant Hill Intersection	137.8	22.1
Grant Creek Crossing	139.2	23.6
Cunningham Campground	139.9	24.3
Moonshine Creek Crossing	140.6	25
Post Creek Crossing	141.4	25.8
Ft. Grant Vista Overlook	141.8	26.2
MGIO - Access Road Intersection	142.3	26.7
FR-803 Old Columbine - Bible Camp Road Intersection (Heliport)	143.2	27.6
FR-803 Public Horse Corral	5.7	27.7
FR-803 Solider Creek Campground	5.2	28.1
FR-803 Peters Flat	4.3	29
FR-803 Chelsey Flat	3.2	30.2
FR-803 Riggs Lake Road Intersection	0	32.2

AZ Route 366 Road/Access Road Clearance Information

Ensure that the radio is turned on and you are on Channel # 1 MGIO RPT.

Upon arrival at the one-way MGIO Access Road

- Unlock and open the gate with the gate key obtained at Base Camp
- Drive through the gate
- Close and lock the gate
- Call up for traffic clearance:
 - “One (?) vehicle(s) to proceed up the access road, downhill traffic advise.
 - If there is no response, repeat traffic clearance with your assigned/guest radio assignment - clear
 - “One vehicle to proceed down the access road, uphill traffic advise. 30 Clear”
 - If there is no response, you may proceed up the access road.
- The same procedure needs to be done before traveling down the access road to leave.
 - “One vehicle to proceed down the access road, uphill traffic advise”
 - Wait for response
 - “One vehicle to proceed down the access road, uphill traffic advise. 30 clear”
 - If no response, you may proceed down the access road.

If you receive a response for traffic on the access road, you must give them time to get to the top or bottom and repeat this process.

Radio System Unit Assignment & Radio Channel List

Description	Channel Numbers	
MGIO Repeater - Heliograph Peak (PRIORITY)	MGIO RPT	1
MGIO Repeater Bypass - Limited Range	MGIO TA	2
MGIO Simplex Communications	MGIO LOC	3
Graham County Sheriff #1	GCSO 1	4
Graham Count Sheriff #2 (Repeater - Heliograph Peak)	GCSO 2	5
AZ Dept of Transportation Repeater - Heliograph Peak	ADOT RPT	6
AZ Dept of Transportation Simplex Communications	ADOT LOC	7
Forest Service Repeater - Heliograph Peak	USFS RPT	8
Forest Service Repeater - West Peak	USFS WPK	9
Forest Service - Limited Range	USFS LOC	10
Forest Service Fire NET	USFS NET	11
Kitt Peak National Observatory Mountain Operations	KPNO	12
Steward Observatory Operations	SO-FLWO	13
SAO - Mt. Hopkins Operations	FLWO	14
Arizona Emergency	STATE	15
National Emergency	USA	16
National Weather Service	NWS RPT	17
Southwest Ambulance	SW AMB	18
National Weather Information - Safford	NWS RPT	19
Life Line Ambulance	LL AMB	20

Channel 1 should be used at all times; **except** for emergencies.

Mt. Graham International Observatory					
Radio System Unit Assignment					
Unit #	User:	Unit #	User:	Unit #	User:
Tucson Admin/Base Station		80 - A.R.O. 10-M Telescope (SMT)		75 - Patrick Hartley	
10	Buell Jannuzi	80	Visitor (site)	75 - Alpha	Michael Wagner
11	Eric Buckley	81	Khristian Jones	75 - Bravo	Patrick Donaldson
12	Nathan Estes	82	Kevin Bays	75 - Charlie	Steven Harmon
13	Desirae Mendez	83	Martin McColl	75 - Delta	Raymond Reyes
20 - Kitt Peak Base		84		75 - Echo	Adam Larson
21	Joe Hoscheidt	85	David Forbes	75 - Foxtrot	John Prothro
22	Joe Wood	86	Robert Moulton	75 - Golf	Tim Castro
23		87	Alyson Ford	75 - Hotel	Rick Hansen
30 - Safford Base (Desirae)		88	Payden Butler	75 - India	
31	Shane Olsen	89	Remo Tilanus	75 - Juliet	Riccardo Ansaldo
32	Armando Alvarado	90	Sean Keel	75 - Kilo	Michael Sanders
33	Jose Trujillo	91	Natalie Gandilo	75 - Lima	Jose Trujillo
34	Douglas Roden	92		75 - Mike	Brian Waggoner
35	Larry Thomas	93	Eugene Lauria	75 - Nancy	Leroy Durham
36	Blaze Skates	94	Blythe Guvenen	75 - Oscar	Joe Ornelas
37	April Morton	95	Nick Emerson	76 - Mark Smithwright	
38	Donna Ornelas	96	George Reiland	76 - Alpha	
38 - Alpha	Amanda Torrio	97	Patrick Fimbres	76 - Bravo	Alessandro Cavallaro
38 - Bravo	Rogan Rios	98	Thomas Routt	76 - Charlie	Choi HeeJoo
38 - Charlie	Gabby Gonzales	99	Christian Holmstedt	76 - Delta	Mason Mulholland
38 - Delta	Judy Vaughn	70 - LBT Joseph Shields		76 - Echo	
38 - Echo		70 - Alpha John Hill		76 - Foxtrot	
39	BB Andrews	70 - Bravo David Carroll		76 - Golf	
39 - Alpha		70 - Charlie Murdock Hart		76 - Hotel	
Medic 1 Kelly Baker		70 - Delta Christian Veillet		76 - India	Leslie Ibarra
40 - Mt. Lemmon Base		70 - Echo Jacob Runyon		76 - Juliet	Valeria Rascon
41	Steve Bland	70 - Foxtrot		76 - Kilo	
42	Chipper Beiner	71 - James Riedl			
43		71 - Alpha	Chris Love	77 - Sam Ragland	
50 - Biologists		71 - Bravo	Elliott Solheid	77 - Alpha	Doug Miller
51	Bret Pasch	71 - Charlie	Jared Schuh	77 - Bravo	
52	Vicki Greer	71 - Delta	Dan Rapoza	77 - Charlie	Greg Taylor
53	Sean Mahoney	71 - Echo		77 - Delta	Juan Carlos Guerra
54	Rylee Reginald	72 - Subcontractor			
55	Erin Hess	72 - Alpha		77 - Echo	Guido Brusa
56	Ellie Tierney	72 - Bravo		77 - Foxtrot	
56 - Alpha		73 - Matthieu Bec			
56 - Bravo		73 - Alpha	Glen Eychaner	78 - Joannah Hinz	
57	Henri Combrink	73 - Bravo	Brandon Mechtley	78 - Alpha	Dave Thompson
58	Nikki Reck	73 - Charlie	Manu Singh	78 - Bravo	Olga Kuhn
59	August Walsler	73 - Delta		78 - Charlie	Jon Rees
60 - Vatican Obs. (Emer. Peak)		73 - Echo		78 - Delta	Jason Chu
60	Visting Observers	73 - Foxtrot		78 - Echo	Steven Allanson
61	Paul Gabor	73 - Golf		78 - Foxtrot	Josh Williams
62	Michael Franz	73 - Hotel		78 - Golf	Gil Esquerdo
63	Gary Gray	73 - India		78 - Hotel	Al Conrad
64	Chris Johnson	73 - Juliet	Stephen Hooper	78 - India	
65	Summer Franks	73 - Kilo	Xianyu Zhang	78 - Juliet	Jennifer Power
66	David Brown	74 - ETS			
67		74 - Alpha		78 - Kilo	
68	Rich Boyle	74 - Bravo		78 - Lima	
68 - Alpha	Jean-Baptiste Kikwaya	Star Units UAPD			
69	Chris Corbally	Lincoln 1	Steven Mendoza	79 - Alpha	Arizona
		Command 3	Robert Sommerfeld	79 - Bravo	LBTB/Germany
		Star 1		79 - Charlie	INAF/Italy
				79 - Delta	Ohio State
				79 - Echo	Research Corporation

Safe Driving Policy

The MGIO Council endorsed the following policy for all users:

All new personnel that travel to MGIO are required to complete a safe mountain driving orientation session online and sign a statement that they understand their responsibility to drive safely on AZ State Route 366 and the Access Road.

The orientation will include an introduction to MGIO policies and procedures, a power point presentation concerning mountain travel and driving skills required for safe operation on a high-altitude mountain road.

[Driving Safety and Logistics Refresher Course \(arizona.edu\)](https://arizona.edu)





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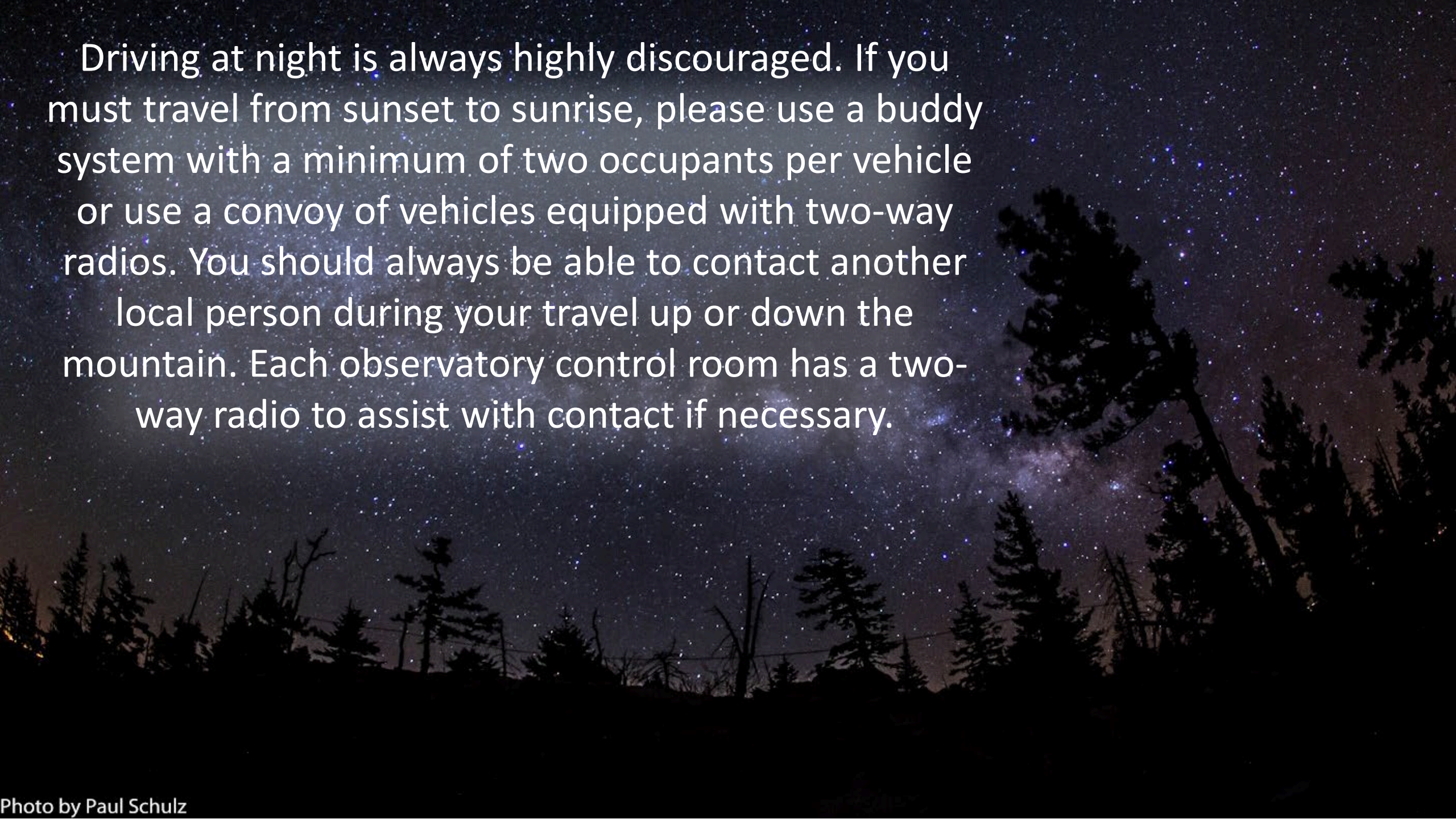
MOUNT GRAHAM INTERNATIONAL OBSERVATORY

Penalties

All penalties are under the control and direction of each Observatory Director

- 1) Verbal warning and safety driver class
- 2) Written warning including notation in annual performance review
- 3) Revocation of driving privileges for three months and placed on probation status

If needed due to the severity of the infraction, the penalty may supersede the policy above. Loss of all driving privileges and additional penalties up to and including discharge from employment.

A night sky photograph featuring the Milky Way galaxy. The galaxy's bright core and starry arms are visible, stretching across the upper portion of the frame. In the foreground, the dark silhouettes of various trees, including evergreens and bare deciduous trees, are visible against the dark sky. The overall scene is a clear, dark night sky with a rich field of stars.

Driving at night is always highly discouraged. If you must travel from sunset to sunrise, please use a buddy system with a minimum of two occupants per vehicle or use a convoy of vehicles equipped with two-way radios. You should always be able to contact another local person during your travel up or down the mountain. Each observatory control room has a two-way radio to assist with contact if necessary.



Winter Mountain Driving

November 15 thru April 15

The USFS locks the gate at the end of the pavement to prohibit public access. The access road gate key will allow access to employees and observers.

Snow Plowing Procedures

The Arizona Department of Transportation (ADOT) plows the paved road for snow and ice during the winter and MGIO personnel plows the unpaved road up to the observatory site.

For safety reasons, ADOT will block the road while plowing. Employees and observers will be escorted through those areas by ADOT employees during this time every 30 minutes when necessary, so please allow for delays. Upon arrival at the gate or blockade contact Base Camp (Radio Unit # 30), who will alert ADOT of your presence. Be sure to monitor radio traffic during this time for additional information.

During snow plowing, when traveling to or from the observatory advise all MGIO personnel via radio that you have passed the gate and will be traveling on the unpaved road. If you should come upon a snowplow – STOP – allow the plow a wide berth (> 100 feet) until you have made **positive** contact with the driver. The plow driver will then permit you to proceed once the plow has stopped and safely secured.



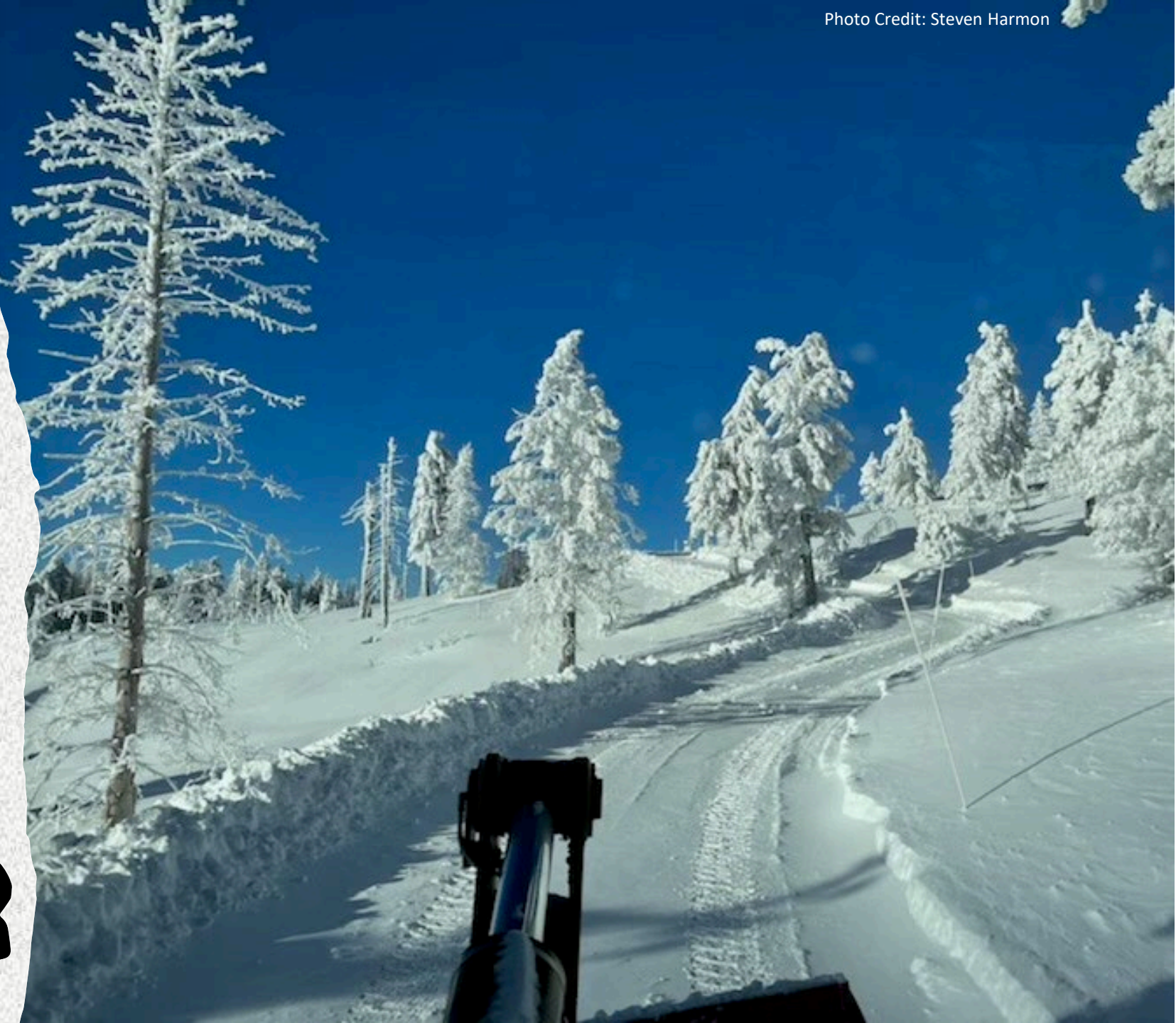
Preparations and Expectations

A four-wheel drive vehicle with properly sized snow chains for all tires are required for travel in the snow.

Each vehicle will be equipped with a survival pack as defined in the Steward Observatory Safety Manual, Policy # 42. [sosm42.pdf \(arizona.edu\)](#)

Black ice or packed snow can cause extremely hazardous road conditions.

“Soft” shoulders on both sides of the road surface can result from snow plowing, remain centered on the road to avoid getting stuck.

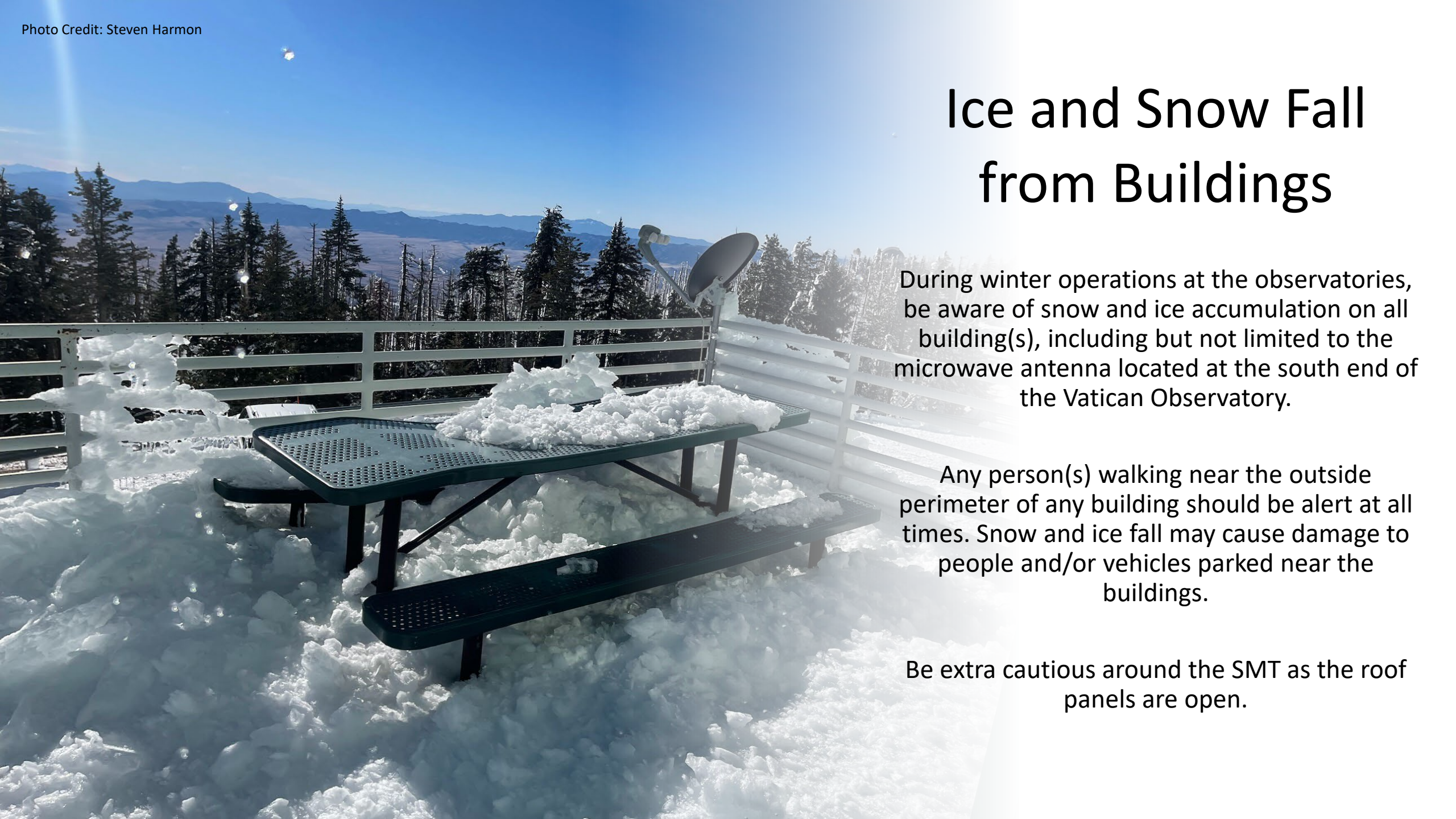


Ice and Snow Fall from Buildings

During winter operations at the observatories, be aware of snow and ice accumulation on all building(s), including but not limited to the microwave antenna located at the south end of the Vatican Observatory.

Any person(s) walking near the outside perimeter of any building should be alert at all times. Snow and ice fall may cause damage to people and/or vehicles parked near the buildings.

Be extra cautious around the SMT as the roof panels are open.



Emergencies

Dial 911
Call "MAYDAY"
over the radio
three times over
radio, then state
the emergency.

When Action Is Needed

Non-Emergency

Call the UA On-Call Physician at 520-694-4222, inform them you are calling from the telescope on Mt. Graham for the on-call physician. Call Dr. Chris Williams directly at 520-247-2633 (For non-emergency medical advise or off-site transport recommendations)
UA Nurse Triage for workplace injuries ONLY 800-628-2877

During your stay you should expect to find a clean facility.

Custodial Services are provided:

Monday – Friday
10 a.m. to 2:45 p.m.

Base Camp Hours
6 a.m. to 4:30 p.m.

Please call

(520) 621 – 8650

Or email dornelas@arizona.edu
for questions, concerns or additional information.

Please leave a message after 4:30 p.m.
Emergency telephone numbers are posted near each
telephone.

Tips from our Custodial Department

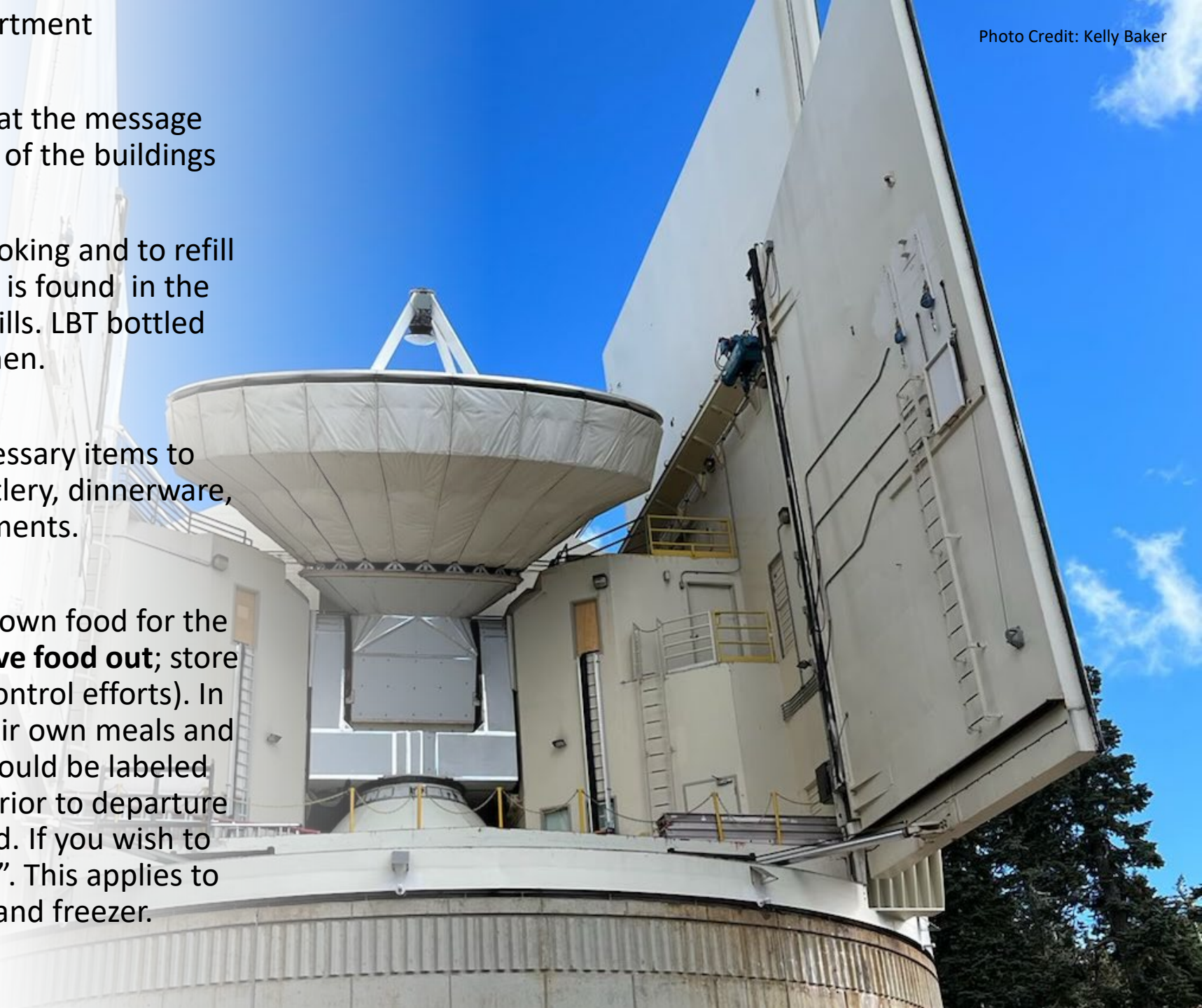
Photo Credit: Kelly Baker

Please sign in with the length of stay at the message center found in the entry area of each of the buildings

ONLY use bottled water for drinking, cooking and to refill the ice trays. SMT/VATT bottled water is found in the entry area; contact Base Camp for refills. LBT bottled water is found in the kitchen.

Each Kitchen is supplied with all necessary items to accommodate you during your stay (cutlery, dinnerware, etc), coffee and basic condiments.

Each person is required to supply their own food for the duration of their stay. **Please do not leave food out**; store all food properly (Precautionary pest control efforts). In addition, each person must prepare their own meals and clean up after themselves. All food should be labeled with your name/initials and the date. Prior to departure all unwanted food should be discarded. If you wish to leave for another user, label it as “free”. This applies to food in the cabinets, refrigerator and freezer.





When using the following:

Stove – DO NOT leave unattended while preparing meals. Use lids and/or splatter screens. Clean any food residue after use.

Oven – Cover dishes with aluminum foil when possible

Microwave – DO NOT use metal or aluminum in this appliance. Cover dishes to avoid spills/splatters.

Small appliances – turn off or unplug when necessary

All linens, towels, pillows and blankets are stored in the closet. Extra linen and towels are stored in linen cabinets. Laundry service available for these items only.

Trash pickup is Monday through Friday. Overflow is to be placed in the large trash container in the entry area. DO NOT place trash outside of the building.

Upon departure:

LBT and VATT – remove soiled linens from bed. Place linens and towels outside of the door. LBT guest shall vacate rooms by 10 a.m.

SMT – soiled linens and towels shall be placed in the hamper
If linens are not removed the room will be considered occupied.

The MGIO Custodial Department thanks you for you cooperation!

Emergency Contacts

UA Police Dispatch	520-621-8273
Graham County Sheriff Dispatch	928-428-0808
Mt. Graham Regional Medical Center	928-348-4000
US Forest Service Emergency Fire Dispatch	520-202-2710
Kelly Baker/Emergency Response Coordinator	520-643-2278
Eric Buckley/MGIO Director	928-965-3004
David Carroll/Safety Manger	520-419-3106
Shane Olsen/MGIO Operations	928-965-3202
MGIO On-Call Duty Person	928-965-3100
MGIO Base Camp	928-428-2739/520-621-8650
LBT Summit Manager	928-828-0001
Elevator Shop/UA Facilities Maint. (24-Hours)	520-621-3000



Emergency Transport Vehicle

MGIO utilizes a decommissioned type II ambulance which is equipped with the basic first aid supplies (blood pressure monitoring equipment, oxygen, backboards, cervical collars, and splints) and radio communications. It is located at the Observatory and available to transport in the event of an emergency; whether that is to transfer to another ambulance, helicopter or make the commute to the local hospital.

A basket stretcher is kept in the medical supply area of the UAPD building for use if needed as well.



Emergency Response Contingency Plan

This plan covers several contingencies at the observatories such as:

Emergency Coordinators
Medical Emergency Procedures
Evacuation Procedures
Fire Response
Chemical Spills Response
Material Safety Data Sheets

A copy of the plan is available within all MGIO facilities as well as the website.

[MT \(arizona.edu\)](http://arizona.edu)

MGIO updates the plan every two years. If you have any questions or concerns, please contact Base Camp at (520) 621 – 8650.